

Student Name : \_\_\_\_\_ Student Number



## **MICROSOFT WORD - PRACTICAL ASSIGNMENT #1**

### **FOLLOW THE STEPS :**

1) Load Microsoft Word.

2) Type the following text :

[ Computing power everywhere

Ubiquitous computing (ubicomp) integrates computation into the environment, rather than having computers which are distinct objects.

Other terms for ubiquitous computing include pervasive computing, calm technology, things that think and everywhere.

Promoters of this idea hope that embedding computation into the environment and everyday objects would enable people to interact with information-processing devices more naturally and casually than they currently do, and in whatever location or circumstance they find themselves. Ubiquitous computing encompasses wide range of research topics, for example :

- . Distributed computing.
- . Mobile computing.
- . Sensor networks.
- . Human-computer interaction.
- . Artificial intelligence. ]

3) Save your work as " Ubiquitous computing" on my Desktop.

4) Run the spell checker.

5) Embold and underline "Computing power everywhere"

6) Replace the word "calm technology " with " human - computer interaction".

7) Insert page number, date and time below your document.

8) Change the bullets points to a numbered list.

9) Create a table as shown below.

OS	Operating System
DB	Database
RAM	Random access memory
ROM	Read only memory

10) Insert a row between " DB " and " RAM" and add the following data:

GUI	Graphical user interface,
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11) Below the table insert a picture about Computers from clip art.

12) Set the font size to 14.

13) Set the font style to Times New Roman .

14) Set " Some basic terms in Computer Sciences " as a title of the table.

15) Save your work and close Microsoft word.

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